# 517.71, Appendix A

# WHIP Responsibilities at NHQ, Regional, State, and Local Offices

### NATIONAL PROGRAM DEVELOPMENT

- 1. Develop Regulations
- 2. Develop Policy and Procedures
- 3. Develop Funding Formula
- 4. Develop and Deliver Outreach Program



### REGIONAL OFFICE ROLES

1. Perform Strategic Planning Fuctions



#### STATE PROGRAM DEVELOPMENT

- 1. Chair the State Technical Committee.
- 2. Establish State Policy, Priority A4eas, Wildlife Habitat Assessment Procedures, Eligible Practices, Performance Indicators, Ranking Criteria, MOU;s and MOA's.
- 3. Coordinate the Public Outreach Campaign..
- 4. Determine Field Office Funding.
- 5. Provide Training.
- 6. Conduct Program Evaluation and Quality Assurance Activities.



# LOCAL PROGRAM DEVELOPMENT

- 1. Participate in the USDA Local Work Group
- 2. Complete the Conservation Needs Assessment
- 3. Conduct the Public Outreach Campaign
- 4. Accept WHIP Applications
- 5. Conduct Site Evaluations and Habitat Assessments
- 6. Apply State Ranking Criteria to WHIP Applications
- 7. Accept and Fund Qualified Applications
- 8. Develop the WHDP and the Cost-Share Agreement
- 9. Obtain Conservation District Approval
- 10. Implement the WHDP's
- 11. Certify completion of WHIP practices.
- 12. Forward AD-1161, Application for Payment
- 13. Conduct the Wildlife Habitat Assessment
- 14. Conduct Status Reviews
- 15. Evaluate WHIP Effectiveness

(440-V-CPM, Amend. 7, August 2002)